

Development & Grants Coordinator (Part Time)

Competitive Wage + [Part-Time County Benefits](#). Part Time Position Available (28 hours per week).

Olde Towne Medical and Dental Center seeks an individual to perform responsible work securing financial resources through grants, appeals, private donations, estate gifts, special events and jurisdictional support which will support Olde Towne Medical & Dental Center's (OTMDC) programs and services. Develop and manage the OTMDC brand and all aspects of marketing communication to raise awareness of the Center's mission.

Responsibilities:

- Participates as a member of the team to formulate and implement policies and plans to meet the Center's short and long-term objectives; coordinates and acts as a liaison to nonprofit organizations and local business which support medical and other related programs and services; collaborates with Executive Director to increase awareness of Olde Towne Medical & Dental Center.
- Manages marketing and promotional functions to construct and market an appropriate and quality image; develops ties with local media, patients, staff, volunteers, board, donors, students, and the overall community to achieve a wider presence; research program partnership opportunities and strategic alliances.
- Develops and maintain annual and comprehensive development/marketing plan, in conjunction with the Marketing & Communications Specialist that will adhere to the Communications & Development directives; provides input and collective oversight with the department budget.
- Manages and works to expand Olde Towne Medical & Dental Center's Planned Giving Program; ensures smooth and timely acknowledgment of donors; personally, identifies and solicits donors to grow significant gifts.
- Works with staff to review program services to maintain reporting accuracy; complies with donor expectations and be aware of programmatic needs for funding to fill gaps or unmet needs of patients.
- Provides input in reference to website, newsletter, social media, ancillary promotional and collateral materials that support development and marketing goals, in consultation with the Marketing & Communications Specialist.
- Manages the Center's grant-seeking efforts, including identifying all available public and private grants and preparing proposals; assists with grant applications, if necessary; manages donation database.
- Creates, organizes & participates in special events, i.e., gala celebrations & 5k runs, Annual Golf Tournament, among others.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's Degree in related field; extensive experience in fundraising and marketing; experience working in a nonprofit health setting preferred.
- Must possess reliable transportation to work site(s).
- Knowledge of principles related to fund-raising and marketing programs, familiarity with local, state, and federal planning agencies and funding grants; local business community, nonprofit organizations and all other opportunities for partnerships to provide financial alternative to traditional tax supported programs, services and facility development; medical and dental knowledge preferred; individual and corporate giving and grant writing and funding.
- Skill in the use of computer software, especially Microsoft Office Suite and eTapestry.
- Ability to develop informational marketing materials and presentations for the purpose of developing partnerships; present ideas and recommendations clearly and concisely both orally and in writing; maintain effective working relationships with departments, agencies, and community and business leaders; analyze operational and facility needs and propose financial alternative to traditional tax supported funding.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>